

Civilian Personnel
IDENTIFICATION CARDS

History. This is a revised publication.

Summary. This regulation specifies policy and procedures and delineates responsibilities pertaining to the use, preparation, accountability, turn-in, and disposition of civilian identification (ID) cards.

Applicability. This regulation applies to all current civilian employees paid from appropriated and non-appropriated funds (NAF), and retired civilian employees and spouses, who are/were employed by organizations serviced by the Fort Polk Civilian Personnel Advisory Center (CPAC). It also applies to other Federal civilian employees stationed at Fort Polk but not serviced by the CPAC. The pronouns he, his, and him when used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

Proponent and Exception Authority. The proponent agency for this regulation is Civilian Personnel Advisory Center, 7041 Radio Road, Fort Polk, Louisiana 71459-5341. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Any exceptions to this will be so noted. Any conflict arising between this regulation and regulations of higher authority will be resolved in favor of the regulations of higher authority.

Supplementation. Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Director-

ate of Information Management (DOIM), Administrative Services Division, Building 330, Suite 111, 1820 Corps Road, Fort Polk, Louisiana 71459-0908.

Suggested Improvements. Users of JRTC & FP Regulation 690-18 are invited to send comments and suggested improvements on Recommended Changes to Publications and Blank Forms (Department of the Army (DA) Form 2028) directly to CPAC, AFZX-CP, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

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/s/
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23 April 1993

1. Purpose. This regulation specifies policy and procedures and delineates responsibilities pertaining to the use, preparation, accountability, turn-in, and disposition of Civilian ID Cards.

2. General. Fort Polk Department of the Army (DA) civilians, appropriated and NAF employees, are required to have a DA Civilian ID Card (DA Form 1602). The Civilian ID Card is to be used as identification of persons as employees of this installation. Department of the Army retired civilians and spouses are authorized to be issued a DA Civilian Retiree Identification Card (DA Form 5003).

*This regulation supersedes JRTC & FP Reg 690-18,

JRTC & FP Reg 690-18

3. Policy.

a. The principal purpose of the DA Civilian ID Card is to identify personnel during mobilization, in accordance with JRTC and Fort Polk Mobilization Plan (FPMP), Annex E, Personnel and Administration, Part I, Personnel and Community Activities, Appendix 9, Civilian Personnel Management, para 2a(3).

b. Also, the Civilian ID Card is used to identify an employee at any of the activities of the Directorate of Community and Family Activities, Morale Support Activities Division, that a DA civilian is authorized to utilize. The card may also be used as identification for official temporary duty. The card will not be relied upon as a pass to enter a restricted area, for check cashing purposes, or for identification for purposes such as conducting personal business with retail businesses.

c. Department of the Army Civilian Employees will be required to show their Civilian ID Card to family housing occupants prior to entering quarters for official purposes.

4. Responsibilities.

a. The Director of CPAC has designated the Chief, Labor/Management-Employee Relations and Training Division, as the approving official on requests for Civilian ID Cards. The CPAC will maintain Signature Cards (Department of Defense (DD) Forms 577), with the G1/Adjutant General (AG), ID Card Section, on those individuals in CPAC authorized to approve applications. Only CPAC approved Applications for Uniformed Services Identification Defense Enrollment Eligibility Reporting System (DEERS) Enrollment (DD Form 1172), will be honored by the G1/AG, ID Card Section, for the issuance of DA Form 1602, and DA Form 5003, DA Civilian Retiree ID Card. The CPAC, Technical Services Division, will prepare DD Forms 1172 for new appropriated fund employees, retiring civilian employees, and retiring employees' spouses. The CPAC, NAF Branch, will prepare and approve DD Forms 1172 for new NAF employees, retiring NAF civilian employees, and retiring NAF employees' spouses.

b. The ID Card Section will issue the Civilian ID Cards and furnish CPAC, Labor/Management-Employee Relations and Training Division, a copy of the processed DD Forms 1172.

c. Supervisors will ensure that their civilian employees have current ID Cards.

5. Issue Procedures.

a. A new employee will be provided an approved DD Form 1172, as part of his initial in processing at CPAC, Technical Services Division.

b. The new employee will be directed to take the application to G1/AG, ID Card Section, to secure the DA Form 1602.

c. The ID Card Section will issue the Civilian ID Card based on a properly authenticated DD Form 1172.

d. The ID Card Section will forward to CPAC, Labor/ Management-Employee Relations and Training Division, a copy of the DD Form 1172 after issuance of the Civilian ID Card to the employee.

e. An employee will obtain a new Civilian ID Card when there is a change in name, status, grade, or activity. Also, a new card will be obtained upon expiration, mutilation, or loss of the old card. Employees will complete a DD Form 1172 and report to CPAC, Labor/Management-Employee Relations and Training Division, during the hours of 1300 through 1500 on Mondays or 0900 through 1100 on Thursdays for verification and approval.

f. Instructions for completing the DD Form 1172 are at Appendix A.

g. Temporary employees requiring renewal of ID Cards will provide proof of extension, i.e., Standard Form (SF) 52 or SF 50, with the application. If not lost, the old card will be turned in to CPAC, Labor/ Management-Employee Relations and Training Division. Procedures in subparagraphs b and c above will be followed.

6. Validity Period.

Full-Time Career Employees	Indefinite
All Temporary Employees	ID Cards will expire on not to exceed date of the temporary appointment
All Other Employees: Full-Time Career-Conditional Part-Time Employees Intermittent Employees Excepted Employees	ID Cards will expire on the employee's birthday 3 years from the date of

Table 6-1, Validity Period.

7. Turn-In Procedures. When the employee is transferred from Fort Polk, retires, resigns, or otherwise leaves Federal Service, the employee will turn in the DA Form 1602 to CPAC, Labor/Management-Employee Relations and Training Division. A representative from Labor/Management-Employee Relations and Training Division will initial the clearance forms and refer the employee to CPAC, Technical Services Division.

8. Civilian ID Cards for NAF Employees.

a. The NAF employees will follow the procedures in paragraph 5 above, except the functions performed by CPAC, Technical Services Division and Labor/Management-Employee Relations and Training Division, will be conducted by NAF Branch.

b. The DA Form 1602 for NAF full-time and regular part-time employees will be valid until the employee's birthday 3 years after the date of issuance.

The validity period on cards for temporary full-time and temporary part-time NAF employees will correspond with the length of appointment. Civilian ID Cards for NAF employees on a flexible appointment will be valid until the employee's birthday 1 year after the date of issuance.

c. Supervisors will make every effort to ensure that employees surrender their Civilian ID Cards to the NAF Branch upon separation/resignation from NAF employment serviced by CPAC. The supervisor may secure the Civilian ID Card at the time of separation/resignation and forward it to the NAF Branch with the personnel action.

9. Retiring DA Civilians.

a. Past and current retiring DA (appropriated fund and NAF) civilian employees and their spouses are authorized to be issued a DA Civilian Retiree ID Card (DA Form 5003), for the purpose of utilizing installation facilities and services authorized by the Commander.

b. The CPAC will offer each retiring DA civilian and his spouse a DA Form 5003, as part of his retirement out processing. The DA Form 5003 and DD Form 1172 will be signed by a representative from Labor/Management-Employee Relations and Training Division or NAF Branch (as appropriate). The employee will then be directed to the ID Card Section for issuance of the ID Card.

c. Former Fort Polk retired civilian personnel and those former civilians (and spouses) who retired from another activity will be approved for a DA Form

5003 by CPAC, upon presentation of a Notification of Personnel Action, SF-50 or DA Form 3434, attesting to the retirement and some personal identification such as a state driver's permit. If those who retired elsewhere do not have an SF-50, they must apply for a Civilian ID card or a copy of the SF-50 from the servicing CPAC that maintained their records at the time of their retirement, or from the Office of Personnel Management.

d. The DA Form 5003 will be valid for an indefinite period. To renew a mutilated card, the old but legible card must be presented to the CPAC, Technical Services Division. To replace a lost card or illegible mutilated card, the identification and evidence of retirement in subparagraph c above must be produced.

e. The description of the DA Form 5003, who may receive it, its authentication and use are covered in AR 690-831-1, Civilian Personnel Retirement.

10. Employees Not Serviced by the Fort Polk CPAC.

a. Federal civilian employees working on Fort Polk, but not serviced by CPAC, may obtain a DA Form 1602 by presenting to the CPAC, Labor/Management-Employee Relations and Training Division, a completed DD Form 1172, a current SF-50 and another form of personal identification such as a state driver's license. The employee will then be directed to the G1/AG, ID Card Section for issuance of the DD Form 1602.

b. Identification cards will be processed and approved through CPAC, Labor/Management-Employee Relations and Training Division, for civilian employees working on an appointment under the Postgraduate Environmental Management Participation Program at the United States Army Environmental Center (USAEC) at Fort Polk, Directorate of Public Works (DPW). To obtain an ID card, individuals will provide Labor/Management-Employee Relations and Training Division a copy of the notice of appointment to the program from Oak Ridge Institute for Science and Education (ORISE). The following items on the DD Form 1172 will be completed as follows:

- (1) Card Expiration - Consistent with the expiration of the appointment (1 year).
- (2) Pay Grade – Civ.
- (3) Status – NA.
- (4) Position - Environmental Management Intern.
- (5) Activity - USAEC/DPW.

JRTC & FP Reg 690-18

**Appendix A
Instructions for Completing the Application for
DA Civilian ID Card**

1. Name
2. Sex
3. Social Security Number (SSN)
4. DA Civ
5. NA
6. Pay Schedule and Pay Grade
7. NA
8. NA
9. Current employees enter DA Form 1602
Retirees and spouses enter DA Form 5003
10. Leave Blank - will be filled in by ID Card Section
11. NA
12. NA
13. Current Residence Address
14. Supplemental Address Information
15. City
16. State
17. Zip Code
18. Country
19. NA
20. Home Telephone Number
21. Date of Birth
22. NA
23. Color Eyes
24. Color Hair
25. Height
26. Weight
27. NA
28. NA
29. Date Entered on Duty at Fort Polk - If not known
will be filled in by CPAC
30. New Expiration Date
31. NA
32. NA
33. -----Nothing Follows-----
89. Remarks:
 - a. Position
 - b. Activity
 - c. Reason for issuance of ID card: Initial Issue,
Expiration, Replacement of Lost ID Card, Retirement,
or Update Data
 - d. Tenure (from item 24 of SF 50): 0-None,
1-Permanent, 2-Conditional, or 3-Indefinite
90. Employee's Signature
91. Date Employee Signed
92. Name of Chief, LMERT Division
93. Grade of Chief, LMERT Division

94. CPAC/LMERT
95. Chief, LMERT Division
96. NA
97. 531-1842
98. CPAC, 7041 Radio Road, Fort Polk, LA 71459-5341